

C-O-N-F-I-D-E-N-T-I-A-L

15 April 1969

OFFICE OF PERSONNEL MEMORANDUM NO. 20-17-21

SUBJECT : Duty Officer Assignments - Office of Personnel

RESCISSION: OPM 20-17-19 dated 13 March 1968

1. This Office of Personnel Memorandum (OPM) has been issued to restate the Office of Personnel policy concerning duty officers and to update names of key personnel and their telephone numbers.

2. We have established a roster of senior duty officers to provide after-hours coverage of the Office of Personnel for all personnel matters except employee emergencies and travel matters (see paragraph 4 concerning emergencies and travel). Rosters are published as required and copies furnished to the individuals named and to the Security Duty Officer, Cable Secretary, and CIA Watch Officer. The tour of duty of the Senior Duty Officer commences at 1730 hours on Monday for the week indicated and extends until 0900 hours the following Monday.

3. In the event the Senior Duty Officer needs advice on the handling of a particular problem or believes that it requires the immediate attention of my office, he should call the officers named below in the order indicated. These officers are considered to be on call on a 24-hour basis and we will ensure that one is available at any time.

Name

Title

Home Phone Number

Executive Officer

Assistant Executive
Officer

Director of Personnel


Deputy Director of
Personnel

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Group I. Excluded from
automatic downgrading and
declassification.

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4. The Chief, Benefits and Services Division has established special rosters for officers responsible for handling employee emergencies or travel problems in the Central Processing Branch area. Ordinarily, calls in these areas will be referred directly to the duty officer concerned. The OP Senior Duty Officer and the Security Duty Officer may be contacted for the names and telephone numbers of the employee emergency duty officer and the CPB travel officer.

25X1 5. In addition to the above, we have a Saturday Morning Duty Officer who will be present in the office of the Director of Personnel (extension  from 0900 hours until 1300 hours on Saturday mornings. This duty officer is available for immediate assistance involving general personnel matters on Saturday mornings only.



Robert S. Wattles
Director of Personnel

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